

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Public Transit Division

September 30, 2013

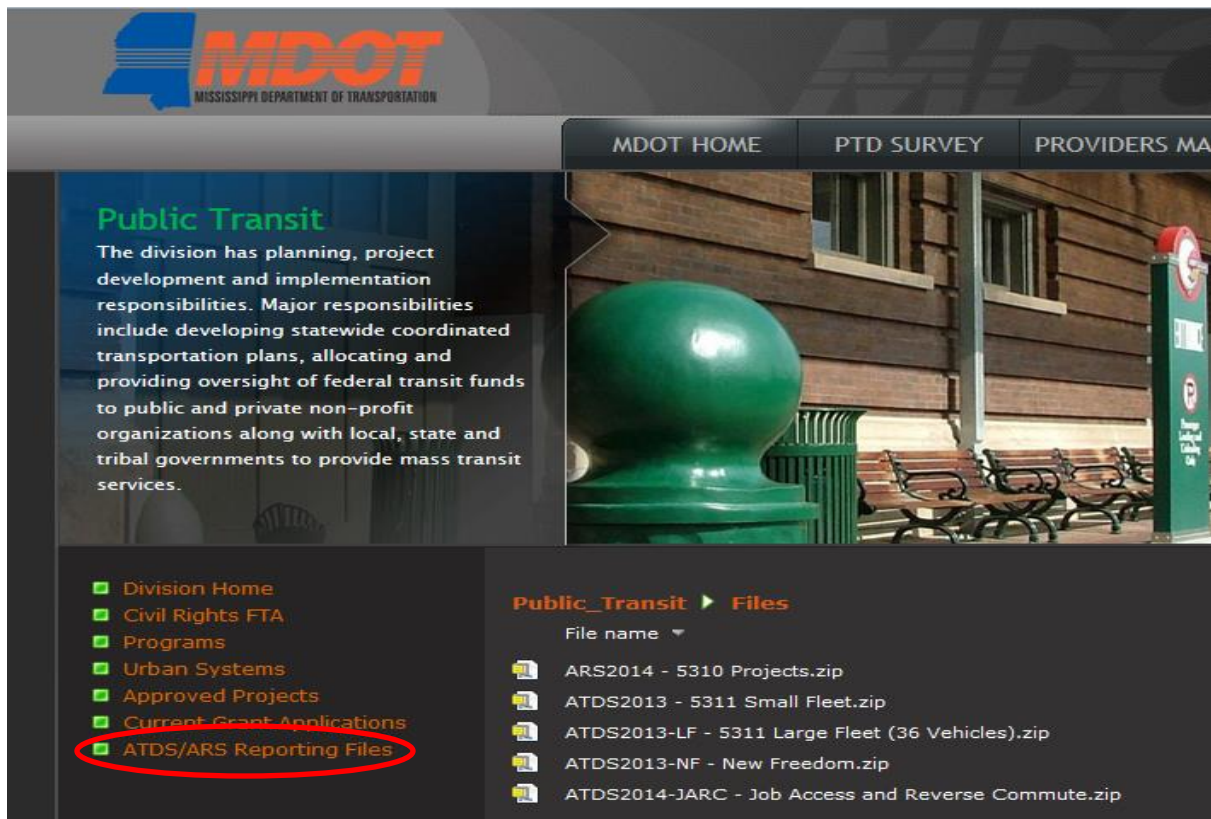
Automated Transportation Data System (ATDS) - 2013 - 2014 Operating Year (Windows XP, Vista and Windows 7)

Please read ALL of this information carefully!

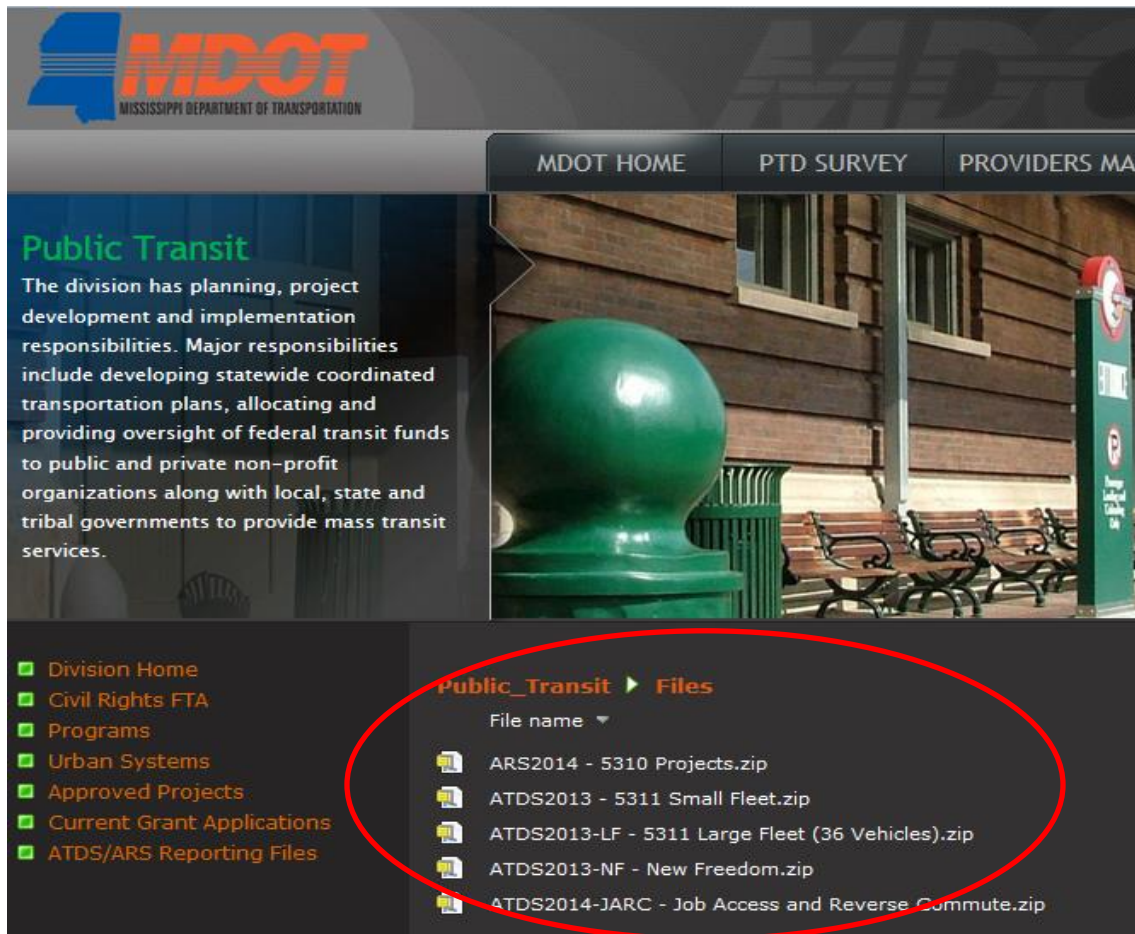
You can download ARS reporting program from the Public Transit website:

http://mdot.ms.gov/portal/Public_Transit.aspx?open=Programs

You may copy and paste the link above into your browser to access the files. Alternatively, you may go to the MDOT website (www.mdot.ms.gov), click on divisions and select “Public Transit”. On the bottom left of the webpage, click on “ATDS/ARS Reporting Files” The files are located near the bottom left of the webpage.

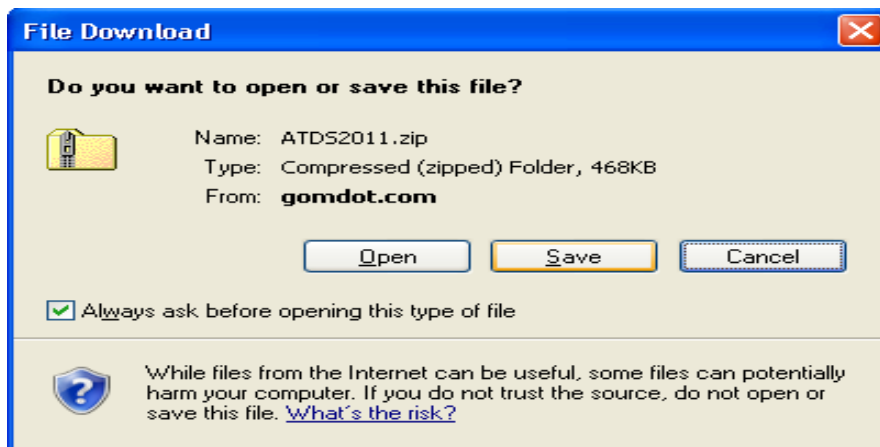


Once you click on “ATDS/ARS Reporting Files” it opens a page showing setup files for five programs on the right, as shown below:



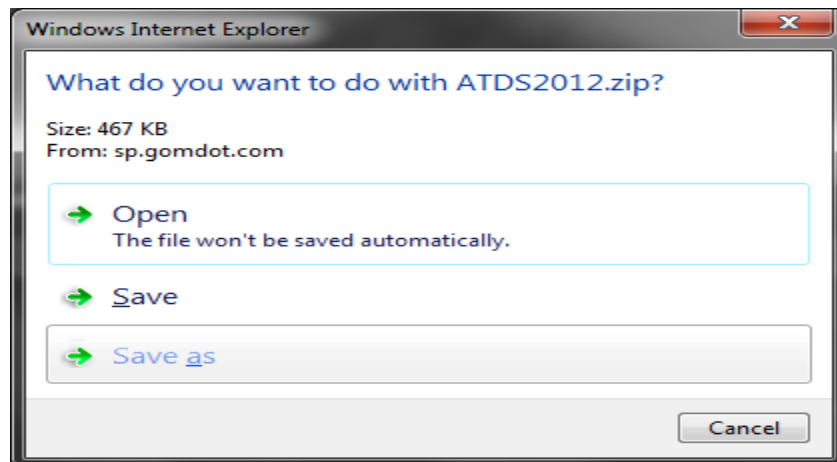
1. Click on the appropriate link for the program you are funded for: **ATDS2013 for 5311 Small Fleet Systems**, **ATDS2013-LF for 5311 Large Fleet Systems (see definition above)**, **ATDS2014- JARC for Job Access Reverse Commute Providers**, **ATDS 2013- NF for New Freedom Providers**, and **ARS2014 for 5310 Providers**.

Once you click on the appropriate link, a box will open asking whether you want to Open or Save the file. **Be sure to click on Save.**

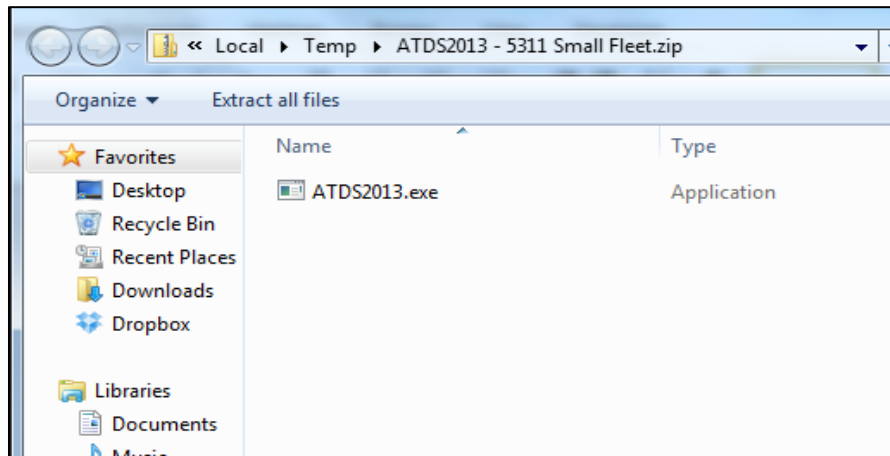


Note: If you are using internet explorer and Windows 7 The window below (a) will be opened. Click on **save as** and **save file on desktop**. Depending on your browser settings, Windows 7 users may be able to open and run the exe file as indicated in (b) below and continue with step 6 or 7 to install ATDS 2013 directly on your C: drive.

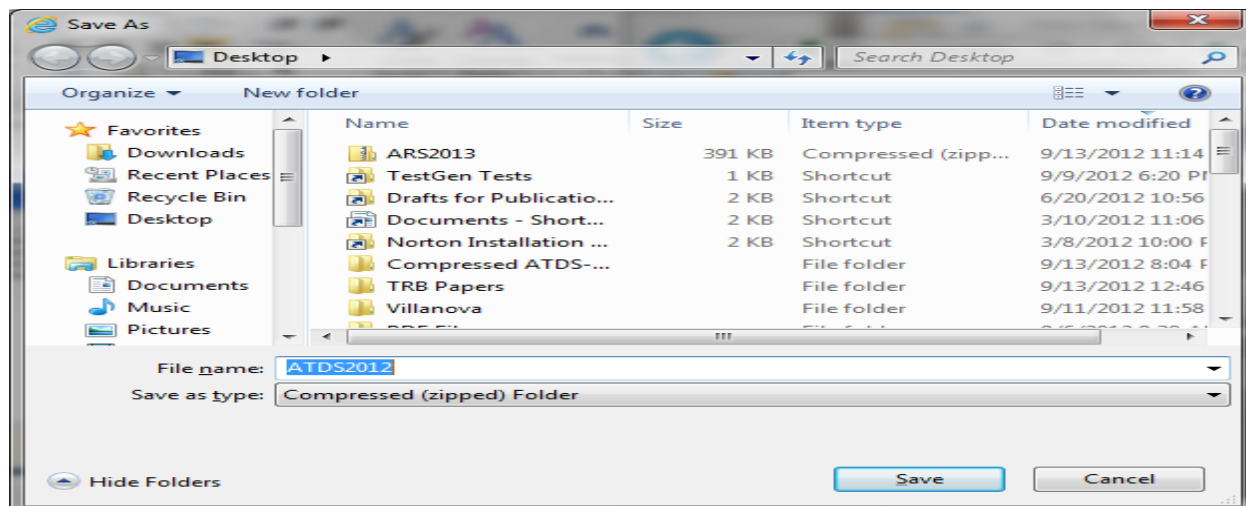
a.



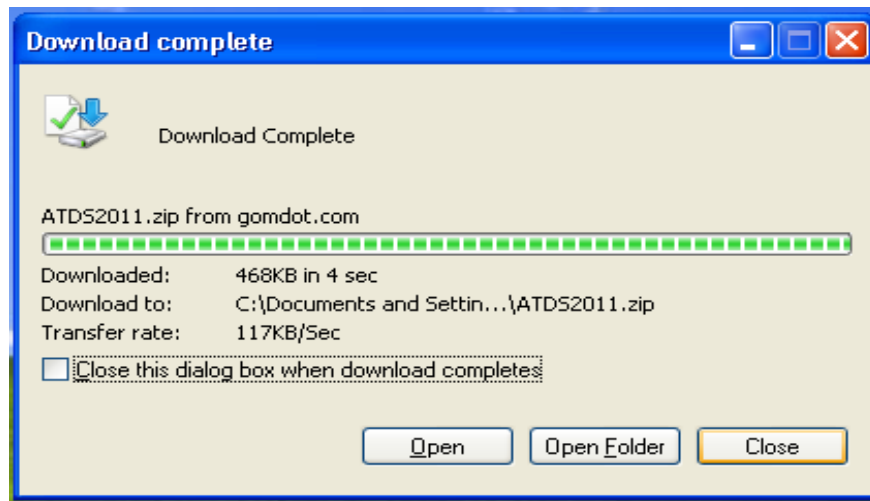
b.



2. If you use Windows XP, first change the “Save In” or “Save As” dropdown box to Desktop. (This will save the file to your Desktop so you can easily find it. Then click the “Save” button.



3. After the download is complete, close all windows and find the file on your desktop.



REMEMBER THE FILE NAME FOR THE PROGRAM SETUP YOU SELECTED TO BEGIN THE DOWNLOADING PROCESS WILL SHOW UP IN THE DESKTOP WINDOW ABOVE AND IN THE OTHER DIALOGUE SCREENS. CONTINUE TO FOLLOW THE STEPS AS INDICATED.

4. Locate the compressed (zipped) folder on your desktop.

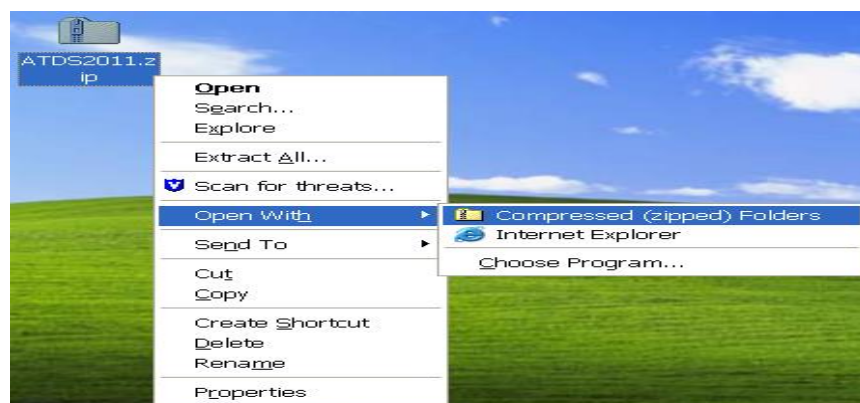


If you have other versions of Winzip installed on your computer, your zipped file will look like this image:

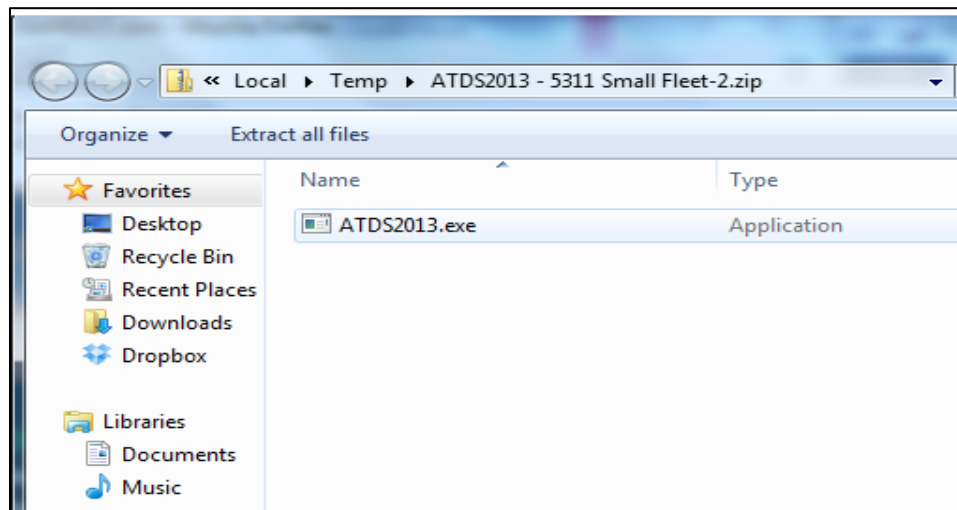


5. **Windows XP users** - right-click on the zipped folder and choose “open with” “Compressed (zipped) Folders”. (If you have Winzip installed on your computer, you can simply double-click the file)

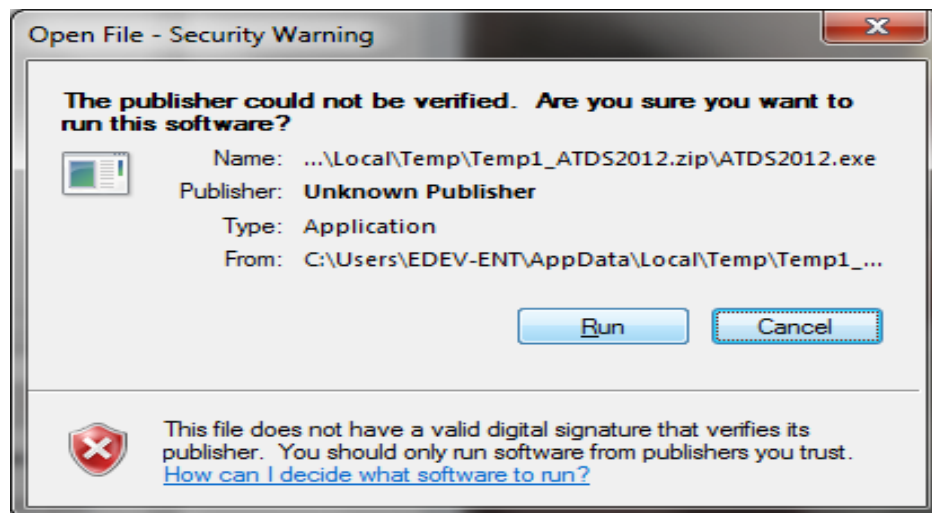
NOTE: If you use Windows Vista or Windows 7 Double click on the zipped file and continue with step 6 or 7 depending on



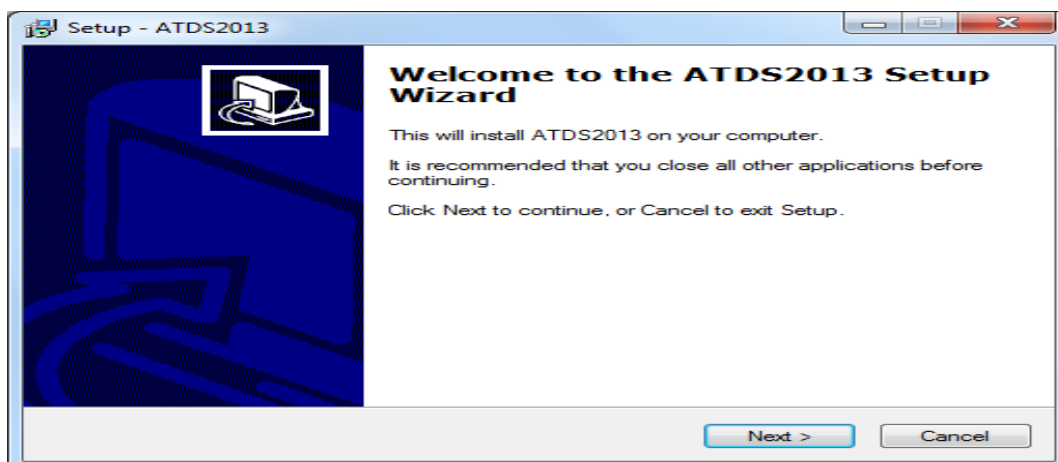
The zip file opens and you will see the files selected as **ATDS2013.exe** file or **ATDS2013 Setup** file (Windows 7 or Vista); example below:



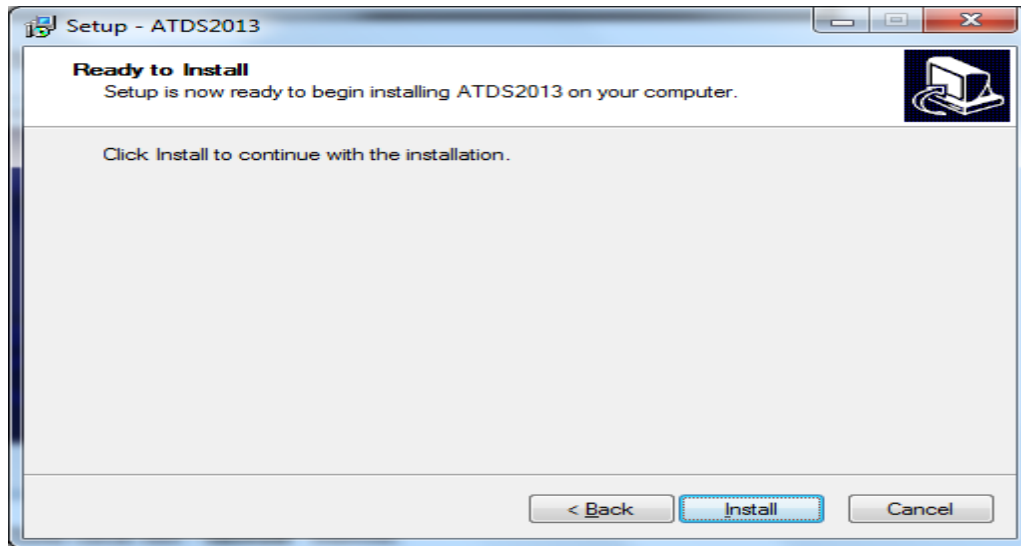
6. Double-click the ATDS.exe file. If dialog box appears click “run”



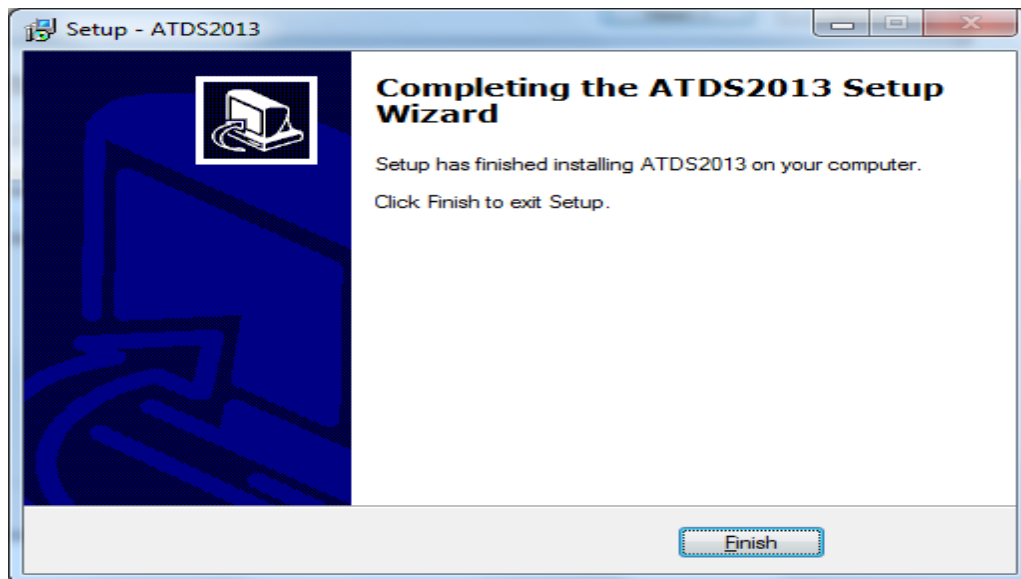
7. The setup will begin and you click on the “Next” button.



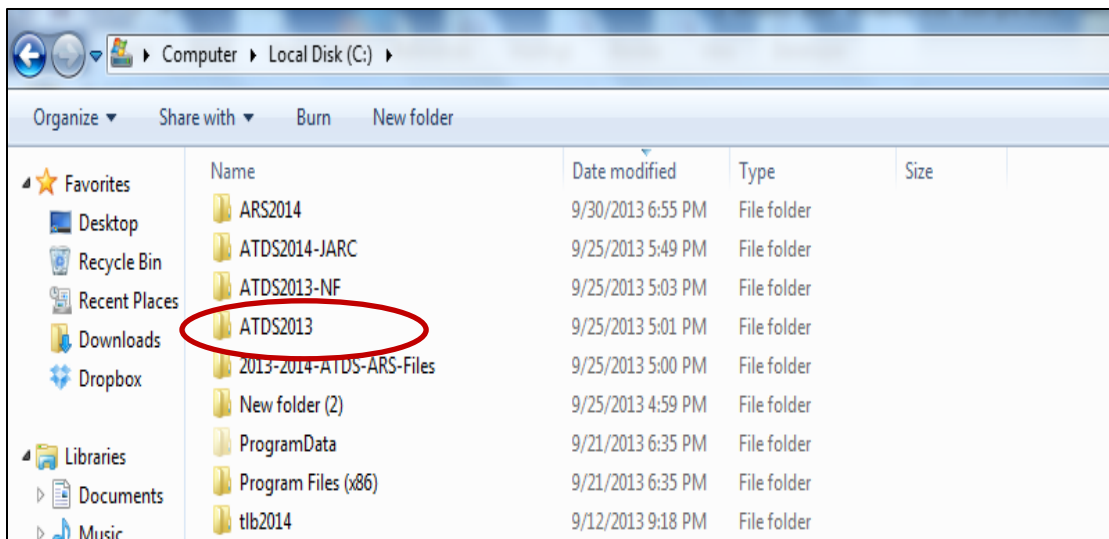
8. Then click the **“Install”** button.



9. Finally, click the **“Finish”** button.

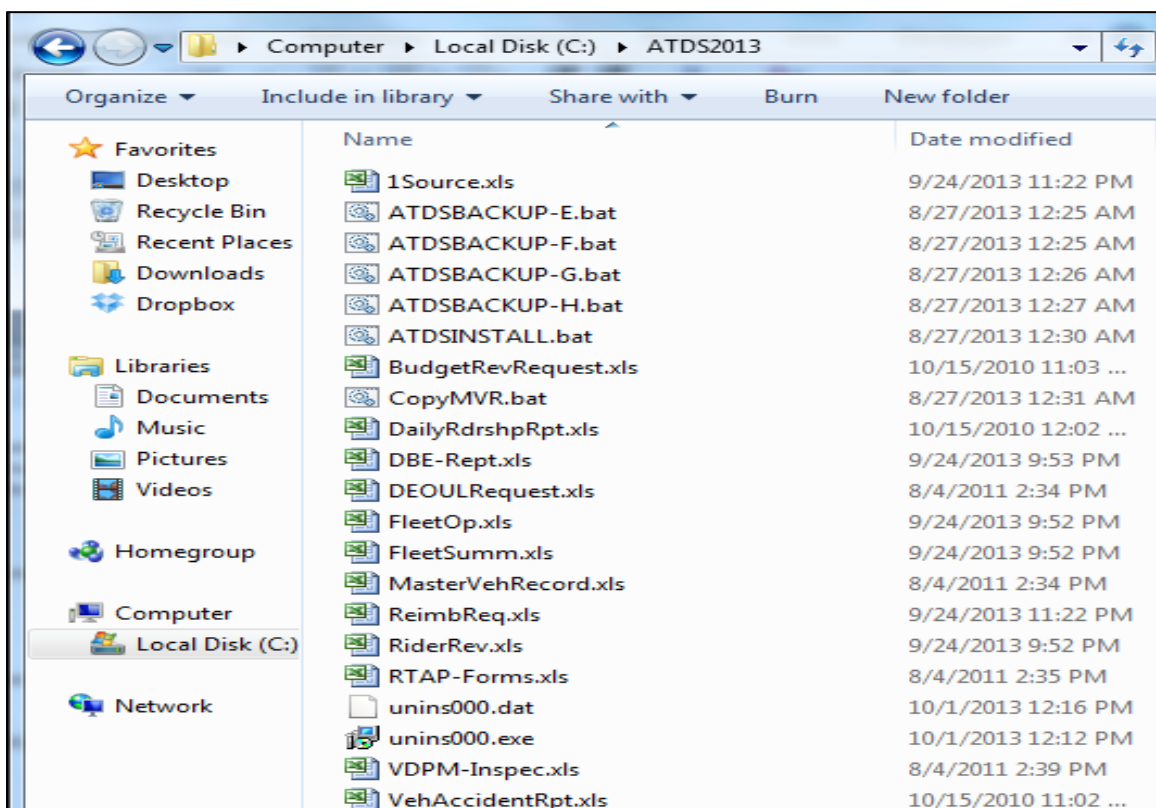


This process will install all the ATDS files in a folder named ATDS2013 on your C drive.



Note: You should delete the ATDS2013.zip file from your desktop when you are finished to eliminate the possibility of running it again and overwriting your files with blank files sometime in the future.

When you open the ATDS2013 folder located on your C: drive, you should see all excel reporting files you need. See example below.



If you are an existing provider, and therefore have an existing Master Vehicle Record that you wish to copy from last year's system, type **c:\ATDS2012\CopyMVR.bat** in the **Run** window and press the **Enter** key or click **OK**.

If you need to install it on any drive other than the "C" drive, call the office for additional instructions.

Once the program has been installed, start Excel. If you will be using ATDS more often than any other program in Excel, you may wish to make the ATDS2011 folder your default. If so, follow this procedure: on the Excel menu, click **Tools**, and then click **Options**. Select the **General** tab, and find the "Default File Location" input box. Type: **c:\atds2013** in the box and click the **OK** button.

When you use ATDS, *always open the "1Source" file first*, and all the other regularly-used files will be automatically opened. When you open ATDS, you may see a message box that begins: "The workbook you are opening contains macros." Just click on the **Enable Macros** button and **Automated Transportation Data System (ATDS) - 2013 – 2014 Operating Year**

IMPORTANT! *When you open "1Source" be sure to read the Help tab. Complete the Project Information form first entering your project name and other information (This form is located in "ProjInfo" tab). This should be followed by the Capital Equipment Inventory Report (CEIR). These forms are located on the "1Source.xls" file. We STILL get reports sent to us with no organization name on them!*

It is essential that you read all the information in the Help tabs for each file before you begin to use the system, even if you are already familiar with ATDS, as there are sometimes changes and refer to them as needed thereafter.

2013-2014 ADDITIONS

Please read information on Reimbursement forms Help tab. You will find two re-imbursements forms for each month. **The second form, reimbursement (2) should only be used for emergency purchases. For example, if you need urgent funds for insurance, fuel, or vehicle maintenance.**

2011-2012 Revisions

Changes were made on the Fleet Summary and RiderRev files. Information about the revisions is explained on the **HELP** tabs in each file. HHS was deleted and Medicaid was added. Also, monthly summary locations for lift trips, incidents, fatalities and injuries were moved to PassData tab in FleetSum. However, the location for entering this data remains the same (in RiderRev). The summaries will automatically populate in PassData.

National Transportation Database (NTD) reporting form was added last year and is still in "1Source" file. The **HELP** tab explains the reporting requirement.

Important: The Capital Equipment Inventory Report and the Budget with the Budget Narrative must be completed and transmitted to the Public Transit Division with your October Reimbursement Request, in addition to the usual monthly reports. If these are not enclosed, the Reimbursement Request cannot be processed until they are received. Also, the Fleet Summary Report and the Quarterly Budget Analysis must be submitted at the end of each quarter.

REMEMBER TO SEND AN ELECTRONIC COPY OF YOUR QUARTERLY FLEET SUMMARY REPORTS BY EMAIL ON QUARTERLY BASIS.

Sending Electronic Copy of report to MDOT- You are required to submit an electronic copy of the Quarterly Fleet Summary ("FleetSumm") report via email to your project manager.

DO NOT Copy and Paste. Simply "Save As" a different file name (e.g. CDI-FleetSumm) in your document or desktop. Compose your email, attach file, and send.

BACKUP PROCEDURE

Also Important: **YOU MUST keep regular back-ups (preferably once a week).** Several people have had to repeat hours or even days of work because back-ups were not being done. The back-up procedure is very simple. It is **highly** recommended that you do an extra back-up and store it off-site. It is also strongly recommended that you document your backup procedure as well as your off-site backup procedure in the event of personnel changes.

Backup To CD: Place a new CD in the CD drive to back-up files, access the C drive on your computer, locate the "ATDSBACKUP-[X]" file located in C:\ATDS2013 where [X] is the letter designating your CD drive and double-click the file to run the backup. When it finishes, remove the backup CD, label it as ATDS2013-2014 Backup.

If you have any questions or need additional information, please contact PTD on (601) 359-7800.